

## **Pilot's Leasing Company**

P.O. Box 333

Lake Zurich, IL 60047

(847) 540-0111

- The office is located in the User's office, 1st floor west side of the High-Rise.
- Office hours are 7:30a.m.to 4:30p.m.
- Vehicles are usually available at all times. We ask that during our busy season April through August to please make a reservation at least 2 weeks prior to your arrival to guarantee availability, by calling Enrique Lopez at (847) 707-3643 or emailing us at [usersoffice@fnal.gov](mailto:usersoffice@fnal.gov)
- Vehicles that are reserved can be picked up after office hours, 24 hours a day, at the communications office located on the ground floor of the Wilson Hall High-rise.
- Vehicles can also be returned after office hours, 24 hours a day at the communications office located on the ground floor of the High-Rise.
- Please return the vehicle to the place from which you found it located in the Linac parking lot.
- The form of payment accepted is FNAL Travel Code, Direct billing through your University/Institution Code, Personal Check, Money Order, and Travelers checks.
- If possible, have travel code available for billing.
- If you have any Billing questions please contact Jack Squardo at the main number: (847) 540-0111.
- In case of any mechanical or other vehicle problems please contact Enrique Lopez at (630) 840-4037 Office, or (847) 707-3643 Cell.
- If you have any problems after hours you may contact Enrique Lopez at (847) 707-3643 or Jack Squardo at (847) 540-0111 or the Fermilab Communications Office at (630) 840-6000 in that order.
- In case of a minor accident please fill out the accident report located in cars glove box. Please be sure to get the name of the other driver, the license number, address, telephone number, vehicle license number, name of their insurance company and policy number. Call Jack Squardo at (847) 540-0111 the SAME day.
- In case of a major accident, or accident with a disabled vehicle, or accident with injuries, call 911. Be sure to give exact location of the accident, and then immediately call Jack at (847) 540-0111.
- If you receive a parking ticket, bring it to the office. We will help show you how to pay it online. If not paid promptly, the fine will double. Also many red lights have cameras. You must come to a full stop at a red light before turning right. If you get your picture taken for not coming to a full stop, the fine is \$ 100.00.